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Approved For Release 2002/05/02 : CIA-RDP78-06096A000100020013-5
UNITED STATES GOVERNMENT

Memorandum ~~CONFIDENTIAL~~

TO : Director of Training

DATE: 29 June 1965

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report No. 16
22 - 28 June 1965

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1. On 22 June Chief IS talked with [] Chief of ERA/ORR, about the qualification of [] for assignment to the Intelligence Production Faculty. [] is well qualified as an instructor and as an intelligence researcher. [] assured Chief IS that the assignment of [] to the 25X1A Office of Training would in no way diminish the value of training courses for ORR personnel. No decision has yet been reached on [] assignment.

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2. On 22 June Chief IS had two telephone conversations with Mr. Kirkpatrick about the speaking engagement at Westminster College in New Wilmington, Pennsylvania on 14 July. Mr. Kirkpatrick suggested that Chief IS do the talk, which Chief IS is planning to do.

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3. On 23 June Chief IS attended the briefing at NSA given by Messrs. Baird and Kirkpatrick. Chief IS has suggested to [] who is in immediate charge of the NSA briefing program, that arrangements be made to avoid the awkward "any-questions?" silence hereafter. This can be done by the judicious planting of prepared questions.

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4. On 24 June Chief IS sent to Deputy Chief of Station, [] a memorandum describing the speaking and writing courses planned for [] personnel in July. Copies of the memorandum went to DTR, C/OS, and C/IPF/IS.

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5. [] is reviewing the Intelligence reports and products used as display materials for the IO, CT, and IR courses. She is ordering new items from OCR to replace the outdated material and to fill in the gaps in the collection. She has talked with various people in the OCR Liaison Staff and has made arrangements to review certain material in the Document Division, OCR Library.

DOCUMENT NO. _____
NO CHANGE IN CLASS. ☐

☐ DECLASSIFIED

CLASS. CHANGED TO: TS S ~~C~~ 2012

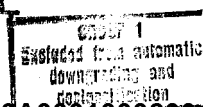
NEXT REVIEW DATE: _____

AUTH: HR 78-2

DATE: 26 18 77 REVIEWER: _____

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6. As indicated in the current Weekly Activities Report of the Chief of the Orientation Faculty, [] has been asked to participate in a portion of the special course for Senior College candidates. [] in the demonstration of effective conference techniques.

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Attachment: Reports

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Memorandum

TO : Chief, Intelligence School

DATE: 28 June 1965

FROM : Chief, Orientation Faculty

SUBJECT: Weekly Activities Report No. 16
21 - 25 June 1965

1. Introduction to Intelligence

Course #78 ended on 25 June with eight students receiving an "Excellent" rating and eight students "Satisfactory" on the examination. Because of the high average grade level of this group, we were concerned that some of the coverage might be too elementary; however, the senior people in the course turned out to be among the most enthusiastic.

2. Introduction to New Review Device

On Thursday, members of the IO #78 class were given the opportunity to use the newly developed IOF self-review device in connection with their final review of the course materials. The immediate reactions, expressed by the students were favorable, although this exercise represented only a partial test of the device. The entire programmed review consisting of a plastic device and about a dozen punched, pre-printed cards is to be ready for its full trial run with the July CT course. At that time, 10 units of instruction including "Definitions of Intelligence", "National Security Structure" and "CIA Organization" will be available in the self-review. This will afford an effective method of covering basic understandings in the classified sections of the course in such a way that all students will have the correct responses to a series of some 200 questions and statements.

3. Special Lectures and Briefings

a. On 21 June, [] presented the regular briefing on "Introduction to Intelligence and the Organization for National Security" to 115 new personnel, mostly summer employees. The support of the members of the Logistics Office in using the main auditorium was again appreciated. There is no EOD briefing planned for the week of July 5 and on July 12 it will again be held in the auditorium, since another large group is anticipated.

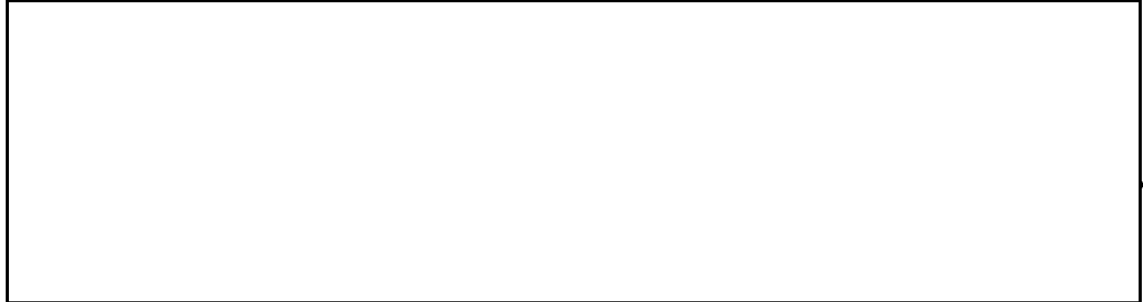
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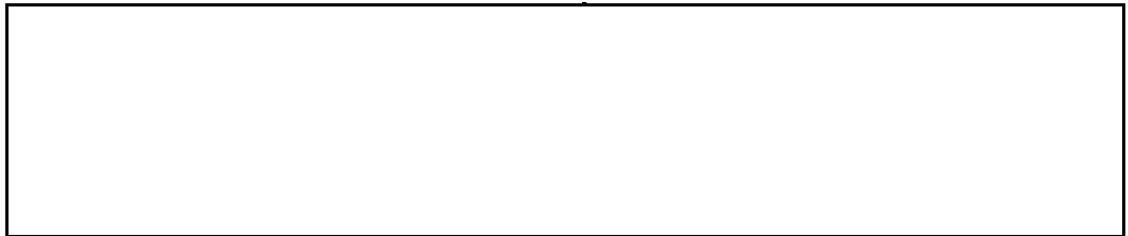
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c. On 22 June, [] briefed the new Ambassador to Morocco, Mr. Tasca, who has been Deputy Asst. Secretary of State for African Affairs. Mr. Wellborn of INR attended. The briefing, which was held at Headquarters, was on significant developments in the NSC, the intelligence community, and the CIA, with additional comments about the importance of the Ambassador's reports to the current intelligence mission, and an explanation as to what services the intelligence community makes available for the Ambassador.

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e. On 25 June, [] presented a lecture on "The Role of CIA" to the current AID Orientation Class, at the Civil Service Commission. Most of this group of 35 were headed for Southeast Asia and African countries.

4. CT Orientation

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The schedule for the CT's is progressing satisfactorily, with only a few minor gaps to be filled. We met during the past week with [] and also with [] to discuss the DD/P phase of the course.

5. CIA Briefings at NSA

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Following the first NSA briefing session, [], who was in the CIA Liaison Office during 1962-63, has been checking on arrangements for the final four of the five Wednesday briefing sessions. [] Chief of the CIA Liaison Staff at NSA, reported the satisfaction of the top level of that agency with the first briefing session, which was opened by Mr. Baird and a two-hour talk by Mr. Kirkpatrick on "The NSC,

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Intelligence Community, and Organization of CIA." Plans for the second session on Wednesday, 30 June, involve an 1100-1200 briefing on "The NPIC" by Mr. Lundahl to a specially-cleared conference group and a 1330-1500 talk by [] on "DDI Collection and Production Responsibilities", since [] will be busy at the White House. [] will have lunch with the top officials of NSA prior to his briefing.

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6. Special Course for War College Candidates - 19-22 July

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a. [] have agreed to speak to this group and [] is working up a DDP panel. We will also have senior speakers from the DDS and the DDI. On Wednesday, 21 July, we are planning to have an informal panel session with some recent graduates of the Senior Service Schools and the Advanced Management Program.

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b. We met with [] the day before his untimely death, to discuss a plan Dave had outlined to handle the Briefing and Conference Techniques portion of this special course. He displayed all of his usual enthusiasm, and was looking forward to helping us out. [], who has had experience with conference techniques, has agreed to help us out within the limitations of his schedule at the Defense Intelligence School.

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7. Personnel Note

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We welcome [] to our staff as a summer employee. She has already proven to be a conscientious worker and an able typist. This week she is assisting [] in a research project at Langley in conjunction with the Orientation for Overseas Course which he is taking over from []

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UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Intelligence School

DATE: 28 June 1965

FROM : Chief, Intelligence Production Faculty

SUBJECT: Weekly Activities Report No. 16
21 June - 25 June 1965

STATSPEC
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1. Almost one-third of the last IPC group found jobs in the DD/P. Two of these are men, one of whom is going overseas soon as a reports officer. Of the remaining 13 students, four went to OCI (two to Military Division, one to WE, and one to South Asia); three went to [redacted] (two [redacted] three to ONE (one each to FE, LA, and WE); one to ORR/ERA; one to ORR/MRA; and one, originally destined for the DD/S, is pending placement.

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2. [redacted] called Paul Borel, Assistant DD/I, to determine whether any action had been taken on a study written by [redacted] on "Problems of Information Flow--and CIA's Divided Analytic Responsibilities," dated 3 March 1965. DTR requested Chief/IS that he be advised of any action on this study which contained a few references to training. The major recommendation of the study was that the flow of paper would be reduced greatly, and efficiency and area expertise increased, if research units in CIA were merged into area offices which handled all research on an area. He found, for example, that more than 30 CIA components requested current reports and maintained files on [redacted] in December 1964. Although not all of the 30 did research, there were additional components which focussed on worldwide subjects which included material on [redacted] and which did some research on that country. Mr. Borel stated that no action had been taken on this study, but that the study had not been filed deeply; in fact, he and the DD/I had recently discussed the problem of trying to bring together in one unit all analysts working on each individual area.

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3. On Wednesday [redacted] and members of OCR Graphics Register visited the photograph and motion picture divisions in the Department of Agriculture's Office of Information, to determine the type of material available in these divisions and to assess their value for intelligence use.

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These divisions focus their efforts on US agriculture and have little photography on foreign countries. They have some potential for collecting photography on foreign countries, however, which Graphics Register may explore.

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4. [] have been working in the vault reorganizing, rearranging, and updating the files. In the process they have destroyed or retired about 15 cubic feet of material.

5. Minor pruning in other areas has made possible a modest lengthening of the section of the IPC dealing with the repositories of intelligence information. And a slightly different approach, one which might be labeled "problem-solving", will be adopted.

Two reasons for the change are: (1) A desire to place greater stress on the practical use of the Registers and other repositories, on what they contain and how to get at it, as opposed to a mere knowledge of their mission and organization. (2) The idea that the more actively the student participates the better he will learn; and the belief that the CTs have not in the past had enough time during this unit of the course to be "clued in" beforehand as to what they were seeing and, more importantly, not enough time to digest and report on what they have learned.

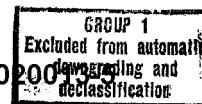
The introduction to this unit will be a discussion with the students about what they can expect to see, find, hear during the almost three days of the unit. Hopefully, this will help produce better listening and more intelligent questions as we go along. This introductory hour will also try to tie in the use of these registers with the analytic and collection process. [] of OCR and Harry [] of OCS will then talk about uses and problems and future of the information process. [] will supplement student reading of his text on the intelligence repositories with brief oral presentations on the major ones in the Agency. This talk will be slanted to the concrete uses of these resources by the students both during the course and later as analysts.

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The next step will be the assignment of a problem to each student. These problems will be such as to require them to visit at least two and in most cases more of the registers and other sources in the Agency. They will be given an afternoon for this research. The third day will

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be devoted to reporting: during the morning a report on the answer to the problem assigned to them; during the afternoon, a report on the methodology they used, the capabilities of registers they consulted, with comments on the difficulties encountered, opinions on the usefulness of the information, suggestions, etc. This part of the reporting will be in seminar form and we hope to have a representative of each of the repositories present to answer questions, suggest better ways of using their facilities, absorb criticism, and fight back.

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GROUP 1
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downgrading and
declassification

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TO : Chief/Intelligence School

DATE: 28 June 1965

FROM : Chief/Management Training Faculty

SUBJECT: Weekly Activities Report No. 16
21-25 June 1965

FUTURE PLANS

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[redacted] conferred on 21 June with Messrs. Fuchs, [redacted] of the Office of Finance regarding the initiation of Phase II of the Pilot Project. It was agreed to have the first session out of town during the weekend of 25 September.

STATISTICAL STUDIES

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[redacted] of the A&E Staff has conferred with us regarding statistical studies we hope to make of the material produced by the Grid Seminars. He has kindly made some suggestions and offered to help us compile Agency norms and meaningful interpretations of the data.

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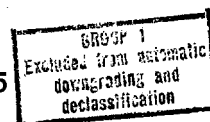
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[redacted] have received from Dr. Blake a large package of reading material for them to master before they go to Texas for advanced study of the Managerial Grid. This material includes: (a) a new book by Blake entitled Managing Intergroup Conflict in Industry; (b) an Instructor's Manual for running Grid Seminars; and (c) a number of articles on organization development and on later phases of the Grid, all of which are to appear in another book by Blake called Organization Development Technique.

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TO : Chief, Intelligence School

DATE: 25 June 1965

FROM : Chief, Clerical Training

SUBJECT: Weekly Activities Report, No. 16
21 - 25 June 1965

1. Number in Clerical Induction Training: During the week of 14 - 18 June 1965, there were 30 trainees in Clerical Induction Training; of these 13 entered classes for the first time.

2. Number in Clerical Orientation Training: During the week of 14 - 18 June 1965, there were no trainees in Clerical Orientation Training.

3. Results of Official Agency Testing Administered in Clerical Induction: Results of the tests administered to the entrance-on-duty employees for the week of 14 - 18 June 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	37	11
Shorthand	18	1

4. Results of Official Agency Testing Administered to Applicants: The results of the tests administered to the clerical applicants for the week of 14 - 18 June 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
SET	41	
Typewriting	21	4
Shorthand	7	1
Card Punch Operator		
Aptitude Test	2	

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Weekly Activities Report, No. 16
21 - 25 June 1965

5. Instructor Attends Conference: [REDACTED]
spent the week of 21 - 25 June 1965 in Tampa, Florida. She
attended the Gregg Methods Conference conducted at the
University of South Florida.

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6. Personnel Note: On 25 June 1965, Miss Eileen
[REDACTED] entered on duty in Clerical Training at 1016 16th
Street. [REDACTED] is a summer employee.

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